

Category: 7000 PERSONNEL	Policy Number: 7380
Policy Title: WORKING HOURS	Effective Date: March 8, 2005

WORKING HOURS - CERTIFICATED EMPLOYEES:

Snake River Board Policy requires an eight (8) hour work day in each building for all certificated employees.

WORKING HOURS - CLASSIFIED EMPLOYEES:

1. Classified employee work hours vary with assignment.
2. Summer hours in the District Office allow for personnel to work from 7:00 a.m. to 5:00 p.m., with four ten- (10) hour shifts weekly, Monday through Thursday.
3. Classified employees who work in excess of forty (40) hours a week (with prior approval of their administrator) shall receive compensation per the district's overtime policy. Compensation for overtime hours, shall be taken within the week of the overtime.
4. Overtime hours are not paid for classified salaried personnel. Classified salaried personnel are those persons whose primary responsibilities are involved in the supervision of other employees. The following positions have been determined to be exempt from Fair Labor Standards Act (FLSA) overtime regulations: Business Manager, District Secretary/Board Clerk, Maintenance Supervisor, Bus Route Supervisor, School Lunch Supervisor, District Mechanic, and Technology Specialists. All other classified personnel are hourly wage employees and are subject to compensation for overtime hours.

LEGAL REFERENCE: Idaho Code Section 44-1502 and Idaho Code Section 44-1504

**Reference: Procedure 7380p, "Working Hours"
Policy 7307, "Overtime Hours"
Procedure 7307p, "Overtime Hours"
Form: Employee Absence Form**

Category: 7000 PERSONNEL	Procedure Number: 7380p
Policy Title: WORKING HOURS	Effective Date: September 9, 2002

Effective September 9, 2002, working hours for full time employees are as follows:

1. All school buildings:
 - a. 7:45 a.m. - 3:45 p.m.
 - b. Custodians as assigned by building principals

2. At the District Office:
 - a. 7:00 a.m. - 4:00 p.m.
 - b. 8:00 a.m. - 4:30 p.m. or
 - c. 8:30 a.m. - 5:00 p.m.

3. Summer hours in the District Office allow for four ten (10) hour shifts:
 - a. Monday through Thursday, 7:00 a.m. - 5:00 p.m.
 - b. Maintenance hours will be 6:30 a.m. - 5:00 p.m.

Reference: Policy 7380, "Working Hours"